

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34901-0000010814	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
MREP - Rider Coach Preparation			
Start Time	Finish Time		
11/20/2018 08:30:00 CST	11/29/2018 14:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Event Description

This event is to bid for five (5) year contracts for Motorcycle Rider Education Program (MREP) Rider Coach Trainer Preparation Classes for East, Middle, or West TN for agency:

Safety and Homeland Security

Specifications and terms & conditions are attached.

Agency Contact: Shoney Naquin 615-251-5238

Procurement Contact: Charles Key 615-741-1433

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to

[https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)

Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: [https://sso.edison.tn.gov/oaam\\_server/oaamLoginPage.jsp](https://sso.edison.tn.gov/oaam_server/oaamLoginPage.jsp)  
(Maintain supplier information)

Central Procurement Office Website:

<http://www.tn.gov/generalservices/section/central-procurement-office>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

## General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.		Yes		<input type="text"/>

Required: Yes Mandatory Response:Yes

## Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34901-0000010814	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
MREP - Rider Coach Preparation			
Start Time	Finish Time		
11/20/2018 08:30:00 CST	11/29/2018 14:00:00 CST		

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Question	UOM	Best	Worst	Response
Please enter the number of days that your bid offer will expire from the bid opening date:	Days	90		<input type="text"/>

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

No

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
34901-0000010814	Sell	RFx	3
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MREP - Rider Coach Preparation			
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### Response Comments

Question	UOM	Best	Worst	Response
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Please list the following information:

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Respondent's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Respondent's Website

Required: Yes Mandatory ResponseNo

### Response Comments

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34901-0000010814	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
MREP - Rider Coach Preparation			
Start Time	Finish Time		
11/20/2018 08:30:00 CST	11/29/2018 14:00:00 CST		

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**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

Question	UOM	Best	Worst	Response
----------	-----	------	-------	----------

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and

a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other

evidence required and requested in order to establish evidence of its ability to provide services in accordance with

the terms and conditions and specifications. Enter the length of time in business and evidence of completion of

three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in

the bid being considered non-responsive and cause for rejection of the bid.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34901-0000010814	Sell	RFx	5
Event Round	Version		
1	1		
Event Name	MREP - Rider Coach Preparation		
Start Time	Finish Time		
11/20/2018 08:30:00 CST	11/29/2018 14:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

Question	UOM	Best	Worst	Response
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Please list the following for all licenses and permits required by federal and state law.

List the Type of License  
List the Name on the License  
List the License Number  
List the Expiration Date

Required: Yes Mandatory Response: No

### Response Comments

Associated Terms:

### Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

Required: Yes Mandatory Response: Yes

### Response Comments

Iran Divestment Act. By submission of this response, each respondent and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Yes

Required: Yes Mandatory Response: Yes

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34901-0000010814	Sell	RFx	6
Event Round	Version		
1	1		
Event Name			
MREP - Rider Coach Preparation			
Start Time		Finish Time	
11/20/2018 08:30:00 CST		11/29/2018 14:00:00 CST	

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
34901-0000010814	Sell	RFx	7
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MREP - Rider Coach Preparation			
<b>Start Time</b>	<b>Finish Time</b>		
11/20/2018 08:30:00 CST	11/29/2018 14:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Line Details

**No Bid:** ☐

**Line:** 1 **Item ID:** **Line Qty:** 14.00 **UOM:** Each  
**Required:** No **Reserve Price:** No

**Bid Qty:** 14

**Description:** INSTRUCTOR 1 - RIDER COACH PREP - EAST TENNESSEE

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

**Required:** Yes **Mandatory Response:** No

### Response Comments

**No Bid:** ☐

**Line:** 2 **Item ID:** **Line Qty:** 14.00 **UOM:** Each  
**Required:** No **Reserve Price:** No

**Bid Qty:** 14

**Description:** INSTRUCTOR 2 - RIDER COACH PREP - EAST TENNESSEE

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

**Required:** Yes **Mandatory Response:** No

### Response Comments

**No Bid:** ☐

**Line:** 3 **Item ID:** **Line Qty:** 14.00 **UOM:** Each  
**Required:** No **Reserve Price:** No

**Bid Qty:** 14

**Description:** INSTRUCTOR 1 - RIDER COACH PREP - MIDDLE TENNESSEE

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
34901-0000010814	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MREP - Rider Coach Preparation			
<b>Start Time</b>	<b>Finish Time</b>		
11/20/2018 08:30:00 CST	11/29/2018 14:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

Required: Yes Mandatory Response: No

### Response Comments

No Bid: ☐

<b>Line:</b> 4	<b>Item ID:</b>	<b>Line Qty:</b> 14.00	<b>UOM:</b> Each	<b>Bid Qty:</b>
Required: No	Reserve Price: No			14

**Description:** INSTRUCTOR 2 - RIDER COACH PREP - MIDDLE TENNESSEE

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

Required: Yes Mandatory Response: No

### Response Comments

No Bid: ☐

<b>Line:</b> 5	<b>Item ID:</b>	<b>Line Qty:</b> 14.00	<b>UOM:</b> Each	<b>Bid Qty:</b>
Required: No	Reserve Price: No			14

**Description:** INSTRUCTOR 1 - RIDER COACH PREP - WEST TENNESSEE

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

Required: Yes Mandatory Response: No

### Response Comments



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
34901-0000010814	Sell	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
MREP - Rider Coach Preparation			
<b>Start Time</b>	<b>Finish Time</b>		
11/20/2018 08:30:00 CST	11/29/2018 14:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**No Bid:** ☐

**Line:** 6 **Item ID:** **Line Qty:** 14.00 **UOM:** Each  
**Required:** No **Reserve Price:** No

**Bid Qty:**

**Description:** INSTRUCTOR 2 - RIDER COACH PREP - WEST TENNESSEE

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34901-0000010814	Sell	RFx	10
Event Round	Version		
1	1		
Event Name			
MREP - Rider Coach Preparation			
Start Time		Finish Time	
11/20/2018 08:30:00 CST		11/29/2018 14:00:00 CST	

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34901-0000010814	Sell	RFx	11
Event Round	Version		
1	1		
Event Name	MREP - Rider Coach Preparation		
Start Time	Finish Time		
11/20/2018 08:30:00 CST	11/29/2018 14:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Appendix A - Line Specifications

**Line:** 1   **Item ID:**   **Line Qty:** 14   **UOM:** Each  
**Description:** INSTRUCTOR 1 - RIDER COACH PREP - EAST TENNESSEE

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	Safety - Training Center
<b>Quantity:</b>	14		Safety - Training Center
<b>Due Date:</b>	11/26/2018		283 Stewarts Ferry Pike
<b>Freight Terms:</b>			Nashville TN 37214
<b>Ship Via:</b>	Best Option Available		United States

**Line:** 2   **Item ID:**   **Line Qty:** 14   **UOM:** Each  
**Description:** INSTRUCTOR 2 - RIDER COACH PREP - EAST TENNESSEE

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	Safety - Training Center
<b>Quantity:</b>	14		Safety - Training Center
<b>Due Date:</b>	11/26/2018		283 Stewarts Ferry Pike
<b>Freight Terms:</b>			Nashville TN 37214
<b>Ship Via:</b>	Best Option Available		United States

**Line:** 3   **Item ID:**   **Line Qty:** 14   **UOM:** Each  
**Description:** INSTRUCTOR 1 - RIDER COACH PREP - MIDDLE TENNESSEE

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34901-0000010814	Sell	RFx	12
Event Round	Version		
1	1		
Event Name			
MREP - Rider Coach Preparation			
Start Time		Finish Time	
11/20/2018 08:30:00 CST		11/29/2018 14:00:00 CST	

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Safety  
Call for Shipping Information  
United States

**Contact:** Charles Key  
**Phone:** 615/741-1433  
**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

### Shipping Information

**Schedule:** 1  
**Quantity:** 14  
**Due Date:** 11/26/2018  
**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** Safety - Training Center  
Safety - Training Center  
283 Stewarts Ferry Pike  
Nashville TN 37214  
United States

**Line:** 4 **Item ID:** **Line Qty:** 14 **UOM:** Each  
**Description:** INSTRUCTOR 2 - RIDER COACH PREP - MIDDLE TENNESSEE

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

### Shipping Information

**Schedule:** 1  
**Quantity:** 14  
**Due Date:** 11/26/2018  
**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** Safety - Training Center  
Safety - Training Center  
283 Stewarts Ferry Pike  
Nashville TN 37214  
United States

**Line:** 5 **Item ID:** **Line Qty:** 14 **UOM:** Each  
**Description:** INSTRUCTOR 1 - RIDER COACH PREP - WEST TENNESSEE

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

# Event Details (cont.)

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34901-0000010814	Sell	RFx	13
Event Round	Version		
1	1		
Event Name			
MREP - Rider Coach Preparation			
Start Time		Finish Time	
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**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** Safety - Training Center  
Safety - Training Center  
283 Stewarts Ferry Pike  
Nashville TN 37214  
United States

**Line:** 6 **Item ID:** **Line Qty:** 14 **UOM:** Each  
**Description:** INSTRUCTOR 2 - RIDER COACH PREP - WEST TENNESSEE

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

### Shipping Information

**Schedule:** 1  
**Quantity:** 14  
**Due Date:** 11/26/2018  
**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** Safety - Training Center  
Safety - Training Center  
283 Stewarts Ferry Pike  
Nashville TN 37214  
United States

# Event Details (cont.)

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Event Round	Version		
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Event Name			
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**Email:** charles.key@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.  
  
If the information will be submitted in writing please mail to the following address:  
  
Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016